



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Workforce Solutions

Bureau of Workforce Programs

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

**FROM: Stephen M. Dow  
Employment Support Unit  
Workforce Policy Development Section**

**BWP OPERATIONS MEMO**

**No.: 01-79**

**File: 2799**

**Date: 12/06/2001**

**Non W-2 ☒ W-2 ☐ CC ☐**

**PRIORITY: High**

**SUBJECT: PACE/PARTNERSHIP ENROLLMENT WAITING LISTS**

---

**CROSS REFERENCE:** MA Handbook, 25.0.0

**EFFECTIVE DATE:** Immediately

**PURPOSE**

This memo provides information about limits on new Program of All-Inclusive Care for the Elderly (PACE) and Wisconsin Partnership Program (WPP) enrollments.

**BACKGROUND**

Due to fiscal constraints, it has become necessary for the State of Wisconsin to limit the number of new enrollments in PACE and WPP programs. As a result, PACE and WPP agencies have begun to maintain waiting lists for all persons who meet eligibility criteria, with this one **exception**—persons who have been in nursing homes for more than 30 days and are being relocated to the community are eligible for immediate enrollment.

**DISCUSSION**

To be eligible for placement on a PACE/WPP waiting list, the person must:

1. Meet Medicaid (MA) community waiver non-financial and financial requirements.
2. Live in the designated service area.
3. Be a member of the target group served by the contractor.

Persons who are denied enrollment solely because of enrollment limits must be offered the opportunity to be placed on a waiting list. Placement on the waiting list will occur according to:

1. The date that all eligibility criteria are met.
2. The date and time that the referral was received, if all eligibility criteria was met for 2 or more members on the same date.

The client will need to reapply for MA if s/he reaches the top of the waiting list, and a slot becomes available. If the client is determined eligible, enrollment from the waiting list will occur in the order that clients come to the top of the waiting list.

## **PROCESS**

When PACE/Partnership applicants are referred, determine eligibility for MA using waiver logic. If the client is eligible as a Group A, answer no ("N") to the question "Is there a slot available?" on CARES screen ANCW and confirm eligibility so that s/he has access to MA card services while on the waiting list for waiver services. Inform the PACE/WPP agency that the client is MA eligible.

If the client is not eligible for community waivers as a group A, determine if s/he would be eligible as a Group B or Group C, as if there were a waiver slot or opening in the PACE/WPP program available. Provide MA eligibility information to the Pace/Partnership agency so a decision about placement on the waiting list can be made.

Change the answer to the question "Is there a slot available?" on ANCW to no ("N"). Issue any other benefits (i.e., food stamps) for which the person is eligible. If the client isn't eligible for non-waiver MA, or any other assistance, deny the application.

## **CONTACTS:**

DES CARES Information and Problem Resolution Center

Email: [carpolcc@dwd.state.wi.us](mailto:carpolcc@dwd.state.wi.us)  
Phone: 608-261-6317 (Option #1)  
Fax: 608-266-8358

**Note:** Email contacts are preferred. Thank you.